

Symptoms of Poor Delegation

Take a moment to evaluate the current status of your delegation efforts. Check any of the following items that apply to tasks or projects that you have delegated to employees. Not all will apply to your particular work environment.

- ☐ Deadlines are frequently missed.
- ☐ Some employees are much busier than others.
- ☐ I am usually too busy to talk to employees.
- ☐ Employees are unsure of their authority.
- ☐ No one in the unit is ready for a promotion.
- ☐ Employee decisions are often overruled.
- ☐ There is confusion as to who is in charge of the project.
- ☐ Decision-making is often slow.
- ☐ I don't have time to visit employee work areas.
- ☐ Employees are given tasks they can't handle without additional training.
- ☐ I sometimes have to intervene on a project/task without telling the employee.
- ☐ Employees request transfers to other areas.
- ☐ I sometimes have to take work home because of the workload.
- ☐ Talented employees tell me they are bored.
- ☐ I require employees to run all decisions through me.
- ☐ I review all correspondence.

If you checked more than two of the above, you need to reevaluate your delegation practices and make some changes.